



# Office of the City Clerk

Weekly Report – for Week Ending June 26, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

**Election Stipend Checks** - Scanning of stipend checks to collect payee information and check numbers was completed. The scanned data is in a lookup database that Elections will use to reconcile disputes caused by lost checks or payment disagreements.

**Poll Worker Satisfaction Surveys** - Each poll worker during the last election was asked to complete a poll worker satisfaction survey. The survey data has been scanned and summarized for analysis and will be used to improve operations.

**Election After Action Reports** - The executive team, elections staff and systems staff met to review after action reports. Post-election action plans were developed to improve or change procedures for the next election.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	13/6
Number of Notices/Publications	22
Number of Contracts Attested	72
Number of Council Files Created	94
Number of Claims Received	94
Number of Referrals	66
Number of Council Meetings	4
Number of Committee Meetings	14

### Neighborhood and Business Improvement Districts:

Ballots were tabulated for the proposed Pacific Palisades Business Improvement District with 79.44% of weighted ballots in favor and 20.56% opposed to establishment. Council adopted the Ordinance of Establishment for the Pacific Palisades Business Improvement District.

The Economic Development Committee approved the Annual Planning Reports for the Arts District Los Angeles, Historic Downtown, and Greater South Park, Business Improvement Districts.

**Fiscal** - Staff completed the final draft of a new contract for record storage services and anticipates bringing it to Council for approval in July 2015; reconciled all trust funds; and completed year-end closing items per the Controller's deadline.

**AB1290/Council** - Staff received four (4) allocation requests; has eight (8) contracts in progress; has one (1) contract closeout in process; processed 18 payments; and executed one (1) contract.

**General City Purposes** - Staff reviewed 17 GCP allocation requests; processed 42 invoices for payment; executed three (3) contracts; and reconciled all GCP Accounts for year-end closing.

**Personnel** - Staff finalized coordination with Controller's Office staff on the impending 2.75% paygrade for some employees; coordinated with GSD regarding the provision of building access badges to ensure a smooth transition with new Council staff; and addressed several personnel matters with Mayor and Council.

## TOP ITEMS

- **Poll Worker Satisfaction Surveys Compiled for Analysis**
- **Election After Action Reports Review Completed**
- **Creation of the Pacific Palisades Business Improvement District Approved by City Council**
- **Records Destruction Policy and Ordinance Revision Adopted by City Council**



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**Records Research** - A student from Columbia University inquired about election returns from 1880 through 1960 and the Board of Public Works continued their research into early street vacations.

**Public Outreach** - A series of proposals and City Ordinance to increase the efficiency of the City's records management program were adopted by the City Council. The Division will roll out a training program to departments in the near future.

**Special Project (Film Conversion)** - The Division is securing Authorities for Expenditure to convert archival film to a video format. Conversion will be completed during fiscal year 2015/16.

## ISSUES

**Granicus Committee Meeting Webstreaming** - This week there have been a variety of problems with audio during committee meetings. The Information Technology Agency (ITA) has replaced the bad encoder hardware with a temporary unit.

## UPCOMING. .

**City Council** - Election of new Council President will take place July 1st.

**Disaster Recovery Test** - The City Clerk semi-annual systems disaster recovery test has been rescheduled for July 18, 2015.

**Election Code Changes Research** - Develop recommendations for Election Code changes.